



E-RATE FOR EVERYONE: YOUR INTRODUCTION TO FUNDING YEAR 2020

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Disclaimers



- This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can come only from the FCC and USAC.
- USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge at the time of the presentation.

WHAT IS E-RATE?

The key players and basic concepts

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Agencies to Know

The Rulemakers



The Administrators



Universal Service
Administrative Co.

E-rate Basics

- E-rate = Education rate for Schools & Libraries
- 20-90% discounts on eligible products and services to make telecommunications more affordable
- One of four FCC 'universal service' programs designed to provide comparable levels of connectivity to eligible groups, regardless of where they are located.
- Core principles: competitive bidding and cost-effectiveness

Voice	
Monthly Access Charges	\$186.9
Surcharges and Other	
Charges & Credits	\$3.31
Universal Service Charge	\$4.50
Taxes & Fees	\$6.75
Total Current Charges	\$201.53
Total Amount Due by	
January 13, 2012	\$201.53








E-rate is funded by fees applied to telecommunications invoices, not federal tax dollars.

E-rate Funding Years

Download latest chart from KDLA E-rate page:

<https://kdla.ky.gov/librarians/programs/e-rate/Pages/Funding-Years.aspx>

E-rate Funding Years – Dates to Remember

KDLA E-rate support: Lauren Abner lauren.abner@ky.gov or 502-564-1728	Application Process			Recurring Services		Non-Recurring Services		
	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Service Dates for Category One or Two 	Invoicing Deadline (BEAR/472) 	Service Dates for Category Two Purchase/Installation 	Invoicing Deadline (BEAR/472) 	
	Funding Year 2018 (FY 2018-19)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2018 to June 30, 2019	October 28, 2019	April 1, 2018 to Sept. 30, 2019	January 28, 2020
	Funding Year 2019 (FY 2019-20)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2019 to June 30, 2020	October 28, 2020	April 1, 2019 to Sept. 30, 2020	January 28, 2021
	Funding Year 2020 (FY 2020-21)	July 1, 2019 to February 2020 Estimated dates to open bidding	Mid-January to Mid-March 2020 Estimated Form 471 filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2020 to June 30, 2021	October 28, 2021	April 1, 2020 to Sept. 30, 2021 **See note below	January 28, 2022
Notes	Most libraries open competitive bidding each year and must wait at least 28 calendar days to select vendor(s).	All libraries must file the Form 471 every year to receive a funding commitment.	All libraries must file the Form 486 to release funding for invoicing; FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as network equipment	May request one 120-day extension by the deadline	

****The Federal Communications Commission has not yet released an order to clarify how Category Two funding will be handled in Funding Year 2020 and beyond.**

LIBRARY ELIGIBILITY

LSTA/E-RATE ELIGIBILITY

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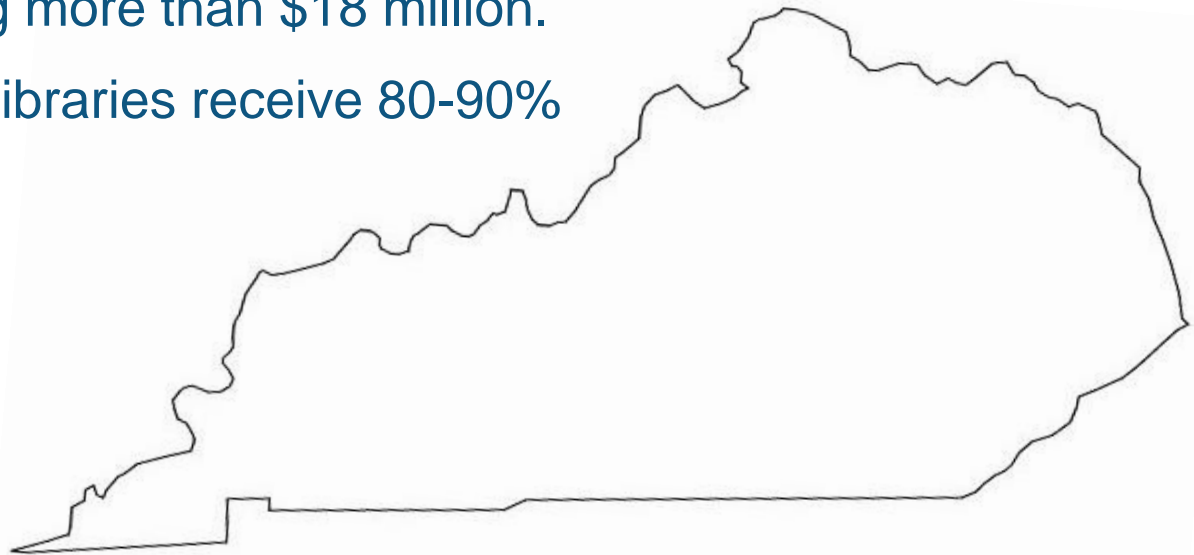
Who Is Eligible for E-rate?

- Libraries must qualify for support from the Library Services and Technology Act (LSTA) as defined by the state library agency and must have funding as an independent entity
 - *Most school libraries and academic libraries aren't eligible for E-rate because their budgets aren't independent from the school/university*
- For Kentucky public libraries, the eligibility definitions are set by KDLA: <https://kdla.ky.gov/librarians/funding/Documents/eligible%20library%20II%20-%202015.pdf>



Kentucky Libraries & E-rate

- Each year, approximately 100 Kentucky libraries apply for E-rate discounts.
- Average funding committed per library in Funding Year 2019: over \$21,500
- Since 1998, Kentucky libraries have received disbursements from the E-rate program totaling more than \$18 million.
- Most Kentucky libraries receive 80-90% discounts



When CIPA Is Required



- Federal law requires recipients of E-rate funding to filter their internet access in compliance with the Children's Internet Protection Act (CIPA) when receiving support for:
 - Internet Access
 - Any Category Two funding
- Exception: If the E-rate funds are solely for telecommunications (transport only), then CIPA compliance is not required.

3 Steps to CIPA Compliance



**Internet
Safety
Policy**



**Notice &
Public
Meeting**



**Technology
Protection
Measure**

For more information on CIPA, see: <http://usac.org/sl/applicants/step05/cipa.aspx>
Watch KDLA's CIPA webinar: <http://kdla.adobeconnect.com/ppvoyq0q24at/>

Billed Entity Numbers (BENs)

- A Billed Entity Number (BEN) is assigned to each independent library or library system as a unique identifier with the E-rate program.
- Within a multi-branch library system, individual entity numbers are assigned to each eligible branch building. Some library systems have an entity number for the bookmobile, too.
- Example:
 - 128781 – Estill County Public Library (system BEN)
 - 17005414 – Main Branch
 - 17005416 – Bookmobile
- Contact the KDLA Technology Consultant if you have questions about (billed) entity numbers.

E-RATE ELIGIBLE SERVICES

An overview of the Eligible Services List

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The Eligible Services List

- The full E-rate Eligible Services List can be downloaded from the USAC website:
<http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>
- Eligible services are separated into two broad categories:
 - Category One: Connectivity to the Building
 - Category Two: Connectivity to the Device

Draft Funding Year 2020 Eligible Services List released August 2, 2019:

<https://ecfsapi.fcc.gov/file/0802706006732/DA-19-738A1.pdf>

Category One

- **Data Transmission Services & Internet Access**
 - Monthly Internet service for branch buildings, including installation – lines/circuits can be fiber or non-fiber (coax cable, DSL, etc.)
 - Fees for static IP addresses are eligible as part of your library's internet access
 - Fees for “basic termination equipment, such as a cable modem, CSU/DSU, network interface device, or copper-to-fiber converter” may be eligible as part of your library's internet access. See USAC's [On-Premise Category One Equipment page](#).
 - Leased data lines (T1, lit fiber, dark fiber, etc.)
 - Cellular data (hotspot service) for bookmobile only
 - Self-provisioned broadband networks (owned/operated by applicant)
 - Network Equipment required to make data transmission and/or internet access functional (ex: modulating electronics)

**Recurring service dates for
Funding Year 2020:
July 1, 2020 to June 30, 2021**

**No budget limit on
Category One requests**

Category Two - IC

- **Internal Connections**

- **Cabling** (bulk cabling, drops, patch cables, cabling installation/removal)
- **Switches** (hardware, licenses, transceivers, other modules)
- **Routers†** (hardware**, licenses**, transceivers, other modules)
- **Wireless Access points** (hardware, licenses)
- **Wireless controller systems**
- **Firewalls** (hardware, licenses**)
- **UPS (Uninterruptible Power Supply/battery backup)****
- **Racks****
- **Caching services or equipment**
- **Antennas, connectors, & related components**
- **Software supporting components on the list used to distribute broadband through the library**

**FY 2020 Early Installation:
April 1, 2020
FY 2020 Late Installation:
September 30, 2021.**

**These eligible functions can be
virtualized in the cloud or
combined in equipment (like
routing and switching).**

**Some restrictions apply depending on usage, ineligible security components, etc.

† For a router leased from the internet service provider, your library may need to bid for Category Two Internal Connections for Function: Router. See 'Configuration Examples' section of USAC's [On-Premise Category One Equipment page](#) & Q9 of [FAQs: Eligible Fiber Services](#)

Category Two – BMIC & MIBS

Basic Maintenance of Internal Connections

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches



Managed Internal Broadband Services (MIBS)

- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)

Funds for Learning has a good explanation of [Basic Maintenance of Internal Connections \(BMIC\)](#).

MISCELLANEOUS

May fall under Category One or Two:

- Some taxes, surcharges, and other similar, reasonable charges
 - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carriers network; not all ISPs charge this
 - USF fees on internet invoices - “customer charges for universal service fees, but do not include additional charges for universal service administration”
- Rental or lease fees for eligible components
- Shipping
- Training – only for new equipment purchased with Cat2 funds
- Installation and configuration
 - May be performed by a 3rd party rather than the vendor who sold the equipment

DISCOUNT RATES

What kind of refund can my library expect?

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What's My Discount Rate?

- E-rate discounts are based on two criteria:
 - Percentage of students eligible for the National School Lunch Program in the local school district of your main library branch.
 - School districts submit this data, and your library system's profile links to this automatically—easy!
 - Rural or urban classification of the area served by the library system
 - USAC has an Urban/Rural Lookup Tool on its website: <https://sltools.universalservice.org/portal-external/urbanRuralLookup/>
- Look at Discount Matrix (next slide) for discount rate

Discount Matrix

Discounts are similar for Category One and Category Two eligible services, but the top discount for Category Two is capped at 85%.

INCOME Measured by % of students eligible for the National School Lunch Program	CATEGORY ONE		CATEGORY TWO	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

View Your Discount Rate in the E-rate Productivity Center

Records / Applicant Entities

#208 - Pioneer County Public Library System



Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms FRN Appeals News

Related Actions

Requested Discount Rate - Pioneer County Public Library System (BEN: 208) - FY2018

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
801	744	93%	Rural	90%	85%	10%

HIDE ADDITIONAL INFORMATION

Entity Name

Pioneer County Public Library Main Branch

Pioneer County Bookmobile

To view your current discount rate in the [E-rate Productivity Center](#): Go to My Landing Page, click on the name of your library system, then click on Discount Rate.

WHAT'S UP WITH CAT2 FOR FY 2020?

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Cat2 Budgets FY 2015-19

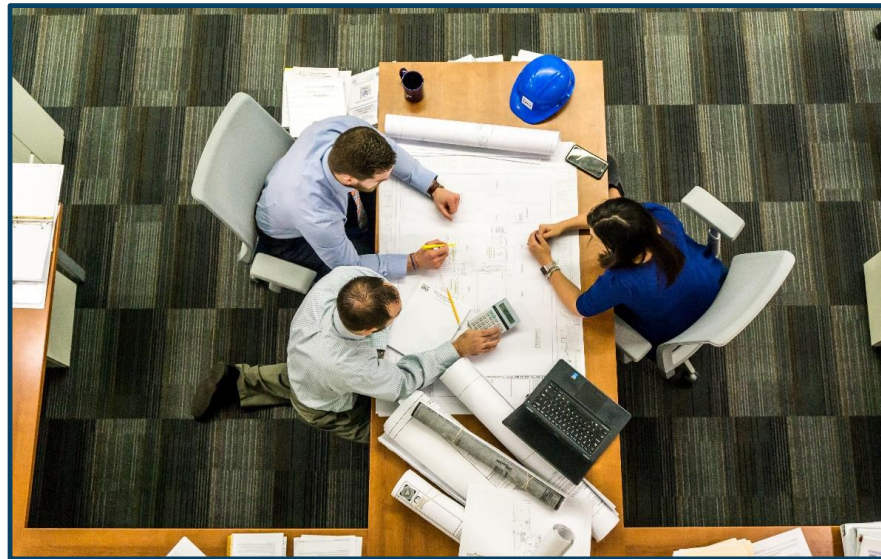
- The Category Two budget is a pre-discount amount on which a library can request discounts over a 5-year period
- Cat2 budget is based on the square footage within enclosed walls and for FY 2019 was specific to the library branch
 - *Exception:* The costs for equipment/services shared by multiple branches will be divided between the branches for which support is sought.
 - Includes eligible kiosks and bookmobiles
 - See [eligibility requirements](#) on KDLA website
 - Excludes administrative-only branches (called non-instructional facilities or NIFs)

Cat2 Budget Math

- FY 2019 budget was ~\$2.45/square foot for almost all Kentucky libraries
 - Adjusted for inflation each year
- Some branches in densely-populated areas received ~\$5.32/sq. ft. for FY 2019
 - Branch must have IMLS locale code 11, 12, or 21
- Minimum budget per branch for FY 2019 was \$9,793.04 if less than 4,000 sq. ft.
- Could be spent all in 1 funding year or spread over several years.

Construction? Get more Cat2!

- **Cat2 budget increases** when the library gains finished, interior square footage during the funding year. Get documentation ready before applying.



What's Likely for FY 2020

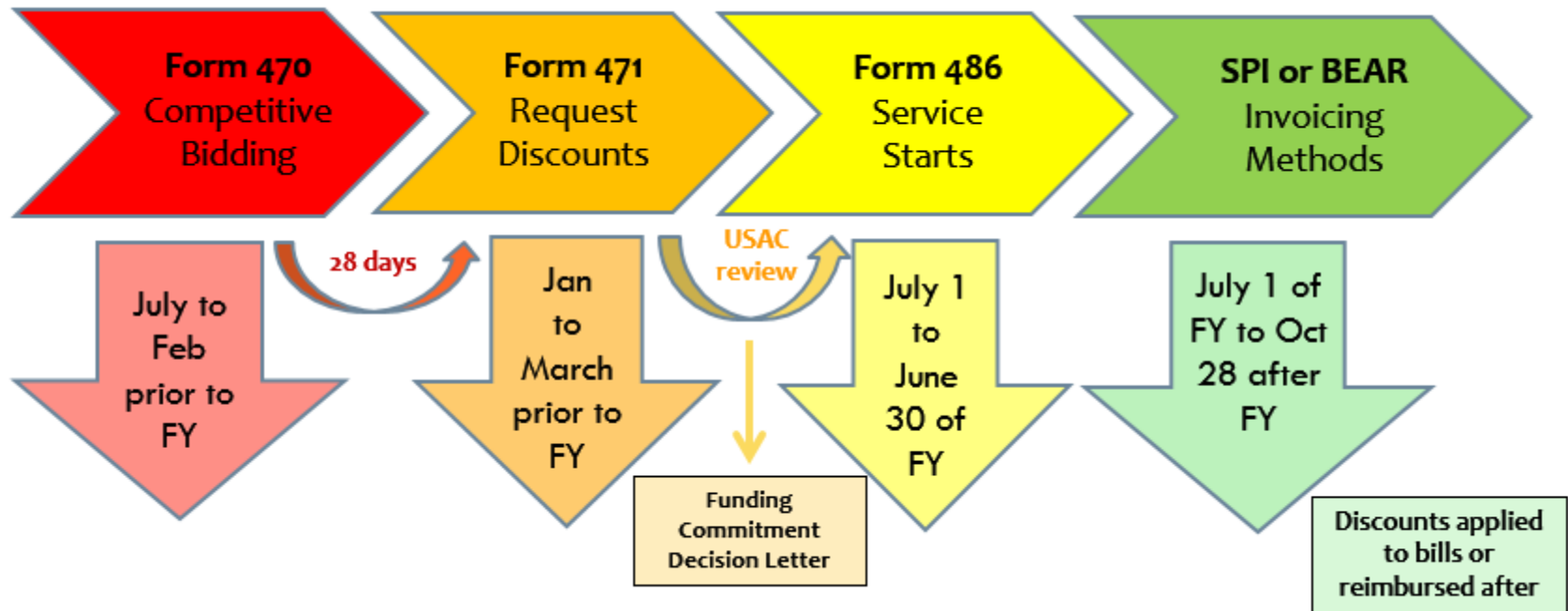
- In July 2019, the [FCC requested comments](#) on how to continue Category Two funding for FY 2020 and forward.
- Based on comments to the FCC and analysis from the E-rate community:
 - *The budget multiplier per square foot will likely increase*
 - *The minimum budget floor will likely be raised*
 - *The budgets might be used across the library system rather than for a specific branch*
 - *The 5-year budget period could be changed to a fixed 5-years rather than a rolling time period.*

APPLICATION CYCLE

A rundown of the forms to file

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E-rate Cycle



- The deadline to start competitive bidding (Form 470) for FY 2020 will likely be February 20, 2020.
- The deadline for filing FY 2020 applications (Form 471) will likely be March 20, 2020.

Form 470 – Competitive Bidding



- On the Form 470, applicants describe the E-rate eligible services they need. Potential service providers have at least **28 calendar days** to respond with bids.
 - All vendors must be treated equally – **fair & open bidding**
 - Cost must be the primary factor in choosing vendor
 - Create a bid evaluation form if you receive multiple bids
 - Keep records of the bid review process, decisions and actions taken
- Filing a Form 470 does not obligate an applicant to sign contracts or accept E-rate funding.

Competitive Bidding & Existing Contracts

Question: My library already has a contract for internet access (or another eligible service), and this contract was not previously approved for E-rate. Can my library still get discounts for this service?

Answer: Yes. Your library must go through competitive bidding and consider the current contract along with other bids received for the same service. **If your contract honestly wins the bid evaluation with price as the primary factor, you can get an E-rate discount for those services.** You'll memorialize the contract paperwork with the date the contract won the E-rate bid evaluation. This is not a best practice for E-rate, so try to avoid this scenario when possible!

Business-Class Internet Bidding Exemption

- A Form 470 for Internet service is not necessary if ALL these conditions are met:
 - Bandwidth is at least 100 Mbps downstream and 10 Mbps upstream
 - Pre-discount cost is less than \$3600 annually (\$300/month) for each branch, including any installation or other eligible fees
 - Service and price are commercially available to other business or government customers in your area

Form 471 – Request Discounts



- The Form 471 = the E-rate application **filed every year**
- On the Form 471, report which products and services you have chosen through competitive bidding –
 - If contracts or legally binding agreements are required, they must be signed before filing a Form 471
 - Include information about the service provider and costs
 - Include discount calculation and request for a specific amount of funds
 - In the [E-rate Productivity Center](#), you can upload copies of contracts to speed up the review process.

Application Review

- USAC reviewers may ask applicants for additional documentation to verify eligibility of services.
 - Will help you make allowable corrections to your Form 471
- Funding commitments are released in waves as applications are reviewed.
 - Funding Commitment Decision Letters for each Form 471 indicate which funding requests were approved and the amount of funding committed.
 - Applicants receive FCDLs by email or can download them from the [E-rate Productivity Center](#).

Form 486 – Service Starts



- Indicates the earliest date in the funding year when services started (or will start).
- Includes certifications regarding compliance with the Children's Internet Protection Act.
- Must file a Form 486 for funding to be released for invoicing

SPI or BEAR – Invoicing Methods



Service Provider Invoicing (SPI)

- Your service provider automatically applies your discount rate to each bill
- Less paperwork for you, but not all service providers will offer this

Billed Entity Applicant Reimbursement (BEAR)

- Submit the eligible amount you were charged through the [BEAR Online](#), file periodically or submit full amount after FY ends
- Reimbursement via direct deposit
- More work on your part, but more control over timing of reimbursement

E-RATE PRODUCTIVITY CENTER

Basics of the application portal

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E-rate Productivity Center

- Application portal for filing almost all E-rate forms
 - Retains funding information from FY 2016 and forward
- E-P-C or 'epic' for short.
- Link: <https://portal.usac.org/suite/>
- Each library can have several users with various permission levels. The account admin for the library creates accounts for additional library staff.
- Update your library's profile – contact info, square footage, etc.

EPC Account Admin


- Pick a library staff member to act as Administrator for the account – should be person with primary responsibility for preparing E-rate forms, will add other users if needed
- Information you'll need:
 - Administrator's First and Last Name
 - Administrator's Title
 - Administrator's email address (this will become login ID for the account)
 - Library's physical address (can add mailing address, too)
 - Library's Billed Entity Number
- Contact USAC Client Service Bureau
 - Call 1-888-203-8100 for assistance

Create a New User (1/3)

The screenshot shows the 'My Landing Page' of the Universal Service Administrative Co. The page has a blue header with navigation links: News, Tasks, Records, Reports, and Actions. A user profile icon and the name 'Applan' are in the top right. The main content area includes a logo for Universal Service Administrative Co. and a 'Training' link. A list of links is displayed, with 'Manage Users' highlighted in yellow and circled in orange. An orange arrow points from this link to a yellow callout box. The callout box contains the text: 'From My Landing Page, the library's account admin can click on Manage Users to access options for adding & removing users or changing their user permissions.'

News Tasks Records Reports Actions

My Landing Page

 Training
Universal Service Administrative Co.

Welcome, Pioneer County Public Library System!

Notifications

Notification

Funding

Notification

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Hurricane Impact Designation](#) | **Manage Users** | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

From My Landing Page, the library's account admin can click on Manage Users to access options for adding & removing users or changing their user permissions.

Create a New User (2/3)

Manage Users

Existing Organizations

<input checked="" type="checkbox"/>	Organization ID	City	State
<input checked="" type="checkbox"/>	Pioneer County Public Library System	Boonesburg	KY

Cancel

Create a New User

Add and Remove Existing Users

Manage User Permissions

Select
your
library

Click to Create a
New User

Create a New User (3/3)

Create A User for Pioneer County Public Library System

User Details

User Type
Applicant

First Name *

Marian

Last Name *

The-Librarian

Middle Initial

Job Title *

IT Manager

Phone Number *

555-555-5555

Phone Extension

5555

Enter
Contact
Info

Email

Email *

marian.thelibrarian@mailinator.com

marian.thelibrarian@mailinator.com will be used as the username for the new account

Confirm Email *

marian.thelibrarian@mailinator.com

Address

Address Line 1 *

100 Main Street

Address Line 2

City *

Boonesburg

State *

KY

County

Zip Code *

40069

Zip Code Extension

Library's
Address
Will
Autofill

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Apply All	470 Permission	471 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
Full	Full	Full	School or Library Official	Full	Full	Full

Assign
Permission
Levels for
forms

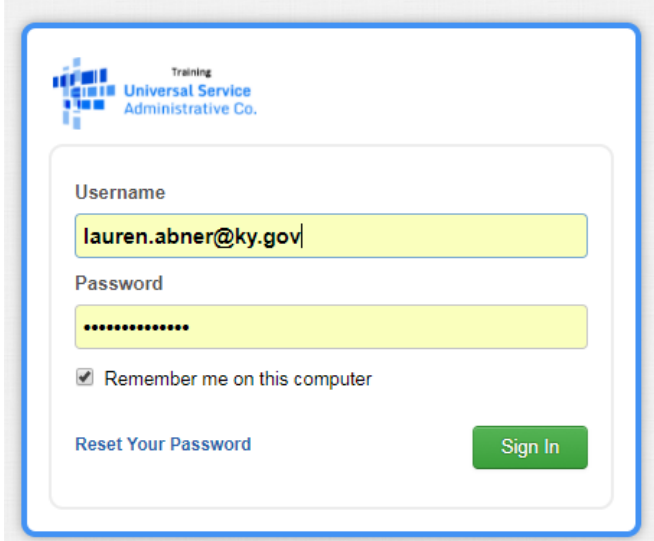
After you click on the green Continue button, you'll review the information before submitting the request. The new user will receive an email invitation.

Cancel

Continue

Logging in for the 1st Time

- The email invitation will direct you to the E-rate Productivity Center:
portal.usac.org
- Select 'I Agree' re: authorized use notice
- Choose the 'Reset Your Password' link and enter your email address as the username. The password reset link will expire after 15 minutes!
- 1st task after successful login – complete Terms of Service Agreement
- Problems? Call Client Service Bureau at 1-888-203-8100

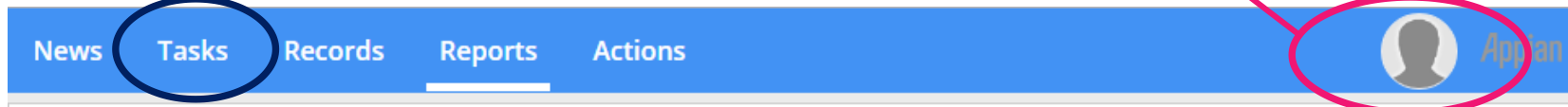


The screenshot shows the login interface for the Universal Service Administrative Co. (USAC). At the top left is the USAC logo, and to its right is the text "Training Universal Service Administrative Co.". Below this is a login form with two input fields: "Username" and "Password". The "Username" field contains the email address "lauren.abner@ky.gov". The "Password" field is masked with dots. Below the password field is a checkbox labeled "Remember me on this computer" which is checked. At the bottom of the form are two buttons: "Reset Your Password" and "Sign In". The "Sign In" button is green and highlighted.

My Landing Page (1/2)

Continue in-process forms

Access user profile;
log out of portal



My Landing Page



Welcome, Pioneer County Public Library System!

Notifications

Notification Type *Please select a value*

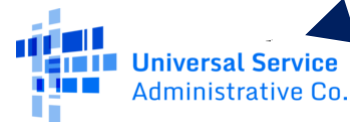
Funding Year *-- Select a Funding Year --*

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Hurricane Impact Designation](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Start new forms; use
'Contact Us' to open a
customer service case.

- ☐ Generated
☐ Not Generated

Under Notifications, you can
look up funding commitments.



From other
pages, USAC
logo returns
you to My
Landing Page

My Landing Page (2/2)

My Entities

Entity	Entity Number
Pioneer County Public Library System	208
Loganville Branch Library	209
Pioneer County Public Library Main Branch	210
Pioneer County Bookmobile	211

Make updates to profiles for library system and branches.

My Tasks

Name
Create FCC Form 470 - #180000127 - FY 2018-19 Category One requests

Return to in-process forms or tasks.

Customer Service Cases

Case ID	Topic	Nickname
74	Eligible Services	Eligibility of a Service

View in-process customer service cases.

FCC Forms and Post-Commitment Requests

- ☒ FCC Forms
- ☐ Post-Commitment Requests

Form Type

Funding Year

Look up your library's forms already filed.

CHECKLIST

Gearing up to file for Funding Year 2020

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FY 2020 Checklist (1/4)

E-rate Productivity Center information

- Update USAC's data relating to your library/library system
 - Are there new branches since the last year you applied?
 - Have the mailing or physical addresses changed?
- E-rate Productivity Center accounts
 - Account administrator has been set
 - Other users added with various permission levels
 - Your contact information in your individual EPC user profile is correct

FY 2020 Checklist (2/4)

Eligible Services – what does your library need?

- **Category One**
 - Data Transmission and/or Internet Access
- **Category Two**
 - Internal Connections
 - Basic Maintenance of Internal Connections
 - Managed Internal Broadband Services

Contracts for existing services

- Do the contracts cover the entire funding year?
- Were those contracts approved during a previous application cycle?

FY 2020 Checklist (3/4)

Category Two Budget**

- What is the square footage of each building?
Has it changed since last year?
- Will construction or renovation change the square footage by the purchase/installation deadline for FY 2020 Category Two—September 30, 2021?
- Have any library branches received funding commitments for Category Two since FY 2016?

**FCC Order for Category Two still pending

FY 2020 Checklist (4/4)

Children's Internet Protection Act (CIPA) Compliance

- Will the library request E-rate support for Internet Access or any Category Two equipment or services?
 - If yes, has your library:
 - Implemented a filter that blocks visual images that are obscene, child pornography, or (sexual material) 'harmful to minors'?
 - Created an Internet Safety Policy that addresses children's online safety when using the library's internet?
 - Held a public meeting prior to adopting the policy? Do you still have documentation that notice was given before the meeting?

Help from KDLA

- Will I ask the Technology Consultant to review my Forms 470 and 471 before certifying? **(Correct answer: Yes!!!)**

WRAP-UP

Why to apply for E-rate + Resources

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Why Apply for E-rate?



Image from Grow with Google event at Erlanger Branch of Kenton County Public Library: [Northern Kentucky Tribune, July 18, 2019](#)

Resources

- **KDLA's E-rate page**
 - <https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx>
- **USAC Schools & Libraries Division**
 - www.usac.org/sl
 - Client Service Bureau – 1-888-203-8100 or create a case in the [E-rate Productivity Center](#)
- **E-rate Central state page for Kentucky**
 - <https://tools.e-ratecentral.com/us/stateInformation.asp?state=KY>
 - Research your library's E-rate funding history:

Funding Quick Search

☒ Billed Entity Number ☐ SPIN

Search

Sign up for KYTECH LISTSERV®

- **For Library Technology Support Staff:**
 - KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
 - TO SUBSCRIBE: Send a blank message to: join-kytech@listserv.ky.gov
- **E-rate updates and reminders are posted to KYTECH**

KDLA Archived Webinars

<https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>



Kentucky Department for Libraries and Archives

The screenshot shows the KDLA Archived Webinars page. At the top is a navigation bar with links for Librarians, Archivists, Researchers, State Employees, and Records Management. Below this is a breadcrumb trail: Home / Librarians / Library Staff Development / KDLA Archived Webinars. The main heading is "KDLA Archived Webinars" followed by "Receiving Credit". A paragraph explains that KDLA Archived Webinars can be viewed for CE credit, but no certificate will be given for viewing. It lists two steps: 1. Fill out a Learning Activity Report (LAR). 2. Write a short summary about what you learned at the bottom of the LAR. This summary should not exceed 250 words. Below this is a two-column list of topics: Administration, Adult Services, Cataloging, Children/Youth Services, Collection Development, Construction, E-rate (circled in red), Employee/Management Resources, Genealogy, Legal, Local History, Outreach, Programming, Public Relations/Marketing, Readers' Advisory, Reference, School Ready Libraries, Social Media/Technology, Summer Reading, and Workforce Development. On the right side, there is a sidebar with a list of links: KDLA Catalog, Kentucky State Digital Archives, Ask a Librarian, Public Library Directory, Job List, Records Retention Schedules, Kentucky Talking Book Library, and Order Records. Below this is a section titled "Captioning" with text about the process of captioning archived webinars and a link to KDLA.Certification@ky.gov. At the bottom right is a section titled "Webinar Ideas" with text about submitting ideas and a link to here.

Librarians - Archivists - Researchers - State Employees - Records Management -

Home / Librarians / Library Staff Development / KDLA Archived Webinars

KDLA Archived Webinars

Receiving Credit

KDLA Archived Webinars can be viewed for CE credit. No certificate will be given for viewing KDLA Archived Webinars. The following steps must be followed to receive credit for an archived Webinar:

1. Fill out a [Learning Activity Report \(LAR\)](#).
2. Write a short summary about what you learned at the bottom of the LAR. This summary should not exceed 250 words.

Administration	Local History
Adult Services	Outreach
Cataloging	Programming
Children/Youth Services	Public Relations/Marketing
Collection Development	Readers' Advisory
Construction	Reference
E-rate	School Ready Libraries
Employee/Management Resources	Social Media/Technology
Genealogy	Summer Reading
Legal	Workforce Development

- [KDLA Catalog](#)
- [Kentucky State Digital Archives](#)
- [Ask a Librarian](#)
- [Public Library Directory](#)
- [Job List](#)
- [Records Retention Schedules](#)
- [Kentucky Talking Book Library](#)
- [Order Records](#)

Captioning

We're in the process of captioning our archived webinars. If you have questions about a specific webinar, please send a message to KDLA.Certification@ky.gov.

Webinar Ideas

Would you like to present a webinar with KDLA? Let us know! Submit your great idea [here](#) and we'll contact you about it!



For E-rate questions or for assistance with filing forms, please contact KDLA.

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